



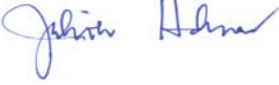
Judith Hederman
Division of Financial Operations

JHederm@schools.nyc.gov

PAYROLL ADMINISTRATION MEMORANDUM – NO. 16, 2009- 2010

DATE: January 21, 2010

TO: ISC Executive Directors (via e-mail)
Principals (via "Principal's Weekly Newsletter")
School Secretaries/Timekeepers (via e-mail)

FROM: Judith Hederman 

SUBJECT: Pay Stub Suppression for EFT Participants

City Council legislation Int. No. 702-A from June 2008 requires the suppression of pay stub printing for all employees paid through Electronic Fund Transfer (EFT). This also requires that the payroll information be available in an electronic format. To comply with the legislation, commencing March 1, 2010, paystubs for DOE employees currently enrolled in EFT will no longer be printed and distributed. Employees may view their pay stub by accessing the DOE payroll portal at <https://payrollportal.nycboe.net/payrollportalweb/main.aspx>.

Beginning January 25, 2010, employees who wish to continue printing their paystubs may elect to do so by accessing the DOE's payroll portal at <https://payrollportal.nycboe.net/payrollportalweb/main.aspx>. To avoid any interruption in pay stub printing, the employee must opt for this by February 19, 2009. Attached are the instructions for enrolling in this function. Employees who do not make this request and whose paycheck stubs are suppressed will still be able to view and/or print their information via the DOE Payroll Portal.

New EFT enrollments will default to 'No Stub Print' unless otherwise indicated by employees at the time that the application is submitted. This applies to both on-line and paper applications.

Attached to this memo is a hard copy of the Electronic Fund Transfer Application and step by step instructions on how to "opt in" to have the EFT stub printed using the Payroll Portal.

Please call HR Connect at (718) 935-4000, if you have any questions.

JH: co
Attachment
c: Vincent Giordano
Lawrence Becker
David Brodsky
Francine Perkins-Colon
Angel Lopez
Joseph Blundo

Instructions

To Continue To Receive Your New York City Printed Paystub You Must Do The Following:

- Log onto the Payroll Portal
- Select “**Employee Self Service**” located on the left hand side of web page.
- Select “**EFT/Direct Deposit**” listed under “**Employee Self Service**”.
- If you are in more than one Payroll Bank, please select the appropriate Payroll Bank from the list of radio buttons.
- Select the “**Update**” function from the list of available actions displayed and click “**Continue**”.
- Verify your “**User and EFT/Direct Deposit Information**” and click “**Continue**”.
- Select the “**Yes**” radio button listed next to “**Print Pay Stub:**” field and Click “**Continue**”
- Confirm your update.

This completes the Print Pay Stub action

****Please note that all new enrollments will default to the “No” option meaning no printed New York City pay stub will be generated unless you update this option by performing the previously mentioned steps.***



TYPE OF ACTION / ATTACH A CANCELLED CHECK OR MOST RECENT SAVINGS STATEMENT					
NEW ENROLLMENT <input type="checkbox"/>	CANCELLATION <input type="checkbox"/>	<input type="checkbox"/> CHANGE OF : (Check All That Are Affected)			
		<input type="checkbox"/>	ACCOUNT NUMBER <input type="checkbox"/>	ACCOUNT TYPE <input type="checkbox"/>	ABA* NUMBER <input type="checkbox"/>

EMPLOYEE INSTRUCTIONS: COMPLETE THE EMPLOYEE INFORMATION, AND ACCOUNT INFORMATION SECTIONS

EMPLOYEE INFORMATION

(PLEASE CHECK ONE, IF NOT THE FORM WILL BE RETURNED)

PAYROLL BANK NO. 740 ADMINISTRATIVE 742 PEDAGOGUES 744 PARA 745 SCHOOL BASED HOURLY SUPPORT 746 PER DIEM TEACHERS 747 PER SESSION TEACHERS

EMPLOYEE NAME

LAST _____ FIRST _____ M.I. _____

SOCIAL SECURITY NUMBER

WORK TELEPHONE NO.

ACCOUNT INFORMATION

PERSON(S) NAME ON ACCOUNT (PRINT EXACTLY - INCLUDE TRUSTEE OR JOINT OWNER).

- FOR 'CHANGE' APPLICATIONS, PRINT THE NEW ACCOUNT INFORMATION.

- FOR 'CANCELLATIONS', LEAVE BLANK AND SIGN CANCELLATION AUTHORIZATION.

1) _____

LAST NAME

_____ M.I. _____

FIRST NAME

2) _____

LAST NAME

_____ M.I. _____

FIRST NAME

ABA NUMBER*

ACCOUNT NUMBER **

ACCOUNT TYPE

SAVINGS CHECKING

* ABA BANK NUMBER

CHECKING ACCOUNTS -- THE ABA NUMBER IS THE FIRST NINE (9) NUMBERS PRIOR TO THE ACCOUNT NUMBER IN THE BOTTOM LEFT CORNER OF CHECK SAVINGS ACCOUNT -- CONTACT YOUR BANK FOR ABA NUMBER, IF UNKNOWN.

NOTE:

** SEE CHECK, PASSBOOK OR ACCOUNT STATEMENT FOR ACCOUNT NUMBER.

YES NO

EMPLOYEE AUTHORIZATION FOR NEW OR CHANGE APPLICATIONS

I HEREBY AUTHORIZE THE CITY OF NEW YORK TO DEPOSIT MY NET PAY DIRECTLY INTO MY CHECKING OR SAVINGS ACCOUNT AS REQUESTED. I ALSO GRANT AUTHORIZATION FOR THE REVERSAL OF A CREDIT TO MY ACCOUNT IN THE EVENT THAT A CREDIT WAS MADE IN ERROR. I UNDERSTAND THAT, UNDER THE "NATIONAL AUTOMATED CLEARING HOUSE ASSOCIATION" OPERATING GUIDELINES AND RULES, THE CITY OF NEW YORK CAN ONLY REVERSE THE AMOUNT OF THE INCORRECT DIRECT DEPOSIT. I AGREE THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I PROVIDE TO MY AGENCY A WRITTEN CANCELLATION TO TERMINATE THE SERVICE.

SIGNATURE:

DATE:

CANCELLATION AUTHORIZATION

I HEREBY AUTHORIZED THE CITY OF NEW YORK TO CANCEL MY DIRECT DEPOSIT AUTHORIZATION AGREEMENT.

SIGNATURE:

DATE:

AGENCY PAYROLL SECTION

ENTERED BY:

DATE: